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MEMORANDUM

**TO: CHIEF, EDITORIAL DIVISION
CHIEF, FIELD DIVISION
CHIEF, SPECIAL REPORTS
CHIEF, SERVICE DIVISION
ADMINISTRATIVE OFFICER**

FROM: ACTING CHIEF, FBIB

SUBJECT: PROCEDURE FOR HANDLING APPLICANTS

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Auth.: HR 70-3	By:
Date: <u>290679</u>	

Effective at once the following procedure will apply in the processing of persons applying for positions in FBIB:

1. PAPERS

a. All referral sheets and allied papers will be first referred to the Administrative Officer or Administrative Assistant.

b. After carefully studying the papers, the Administrative Officer, or Administrative Assistant, will refer them to the Division Chief, or Chiefs, who might be interested in the employment of the person whose qualifications are as described.

c. The Division Chief, or Chiefs, will in all cases attach their comments to the papers on a separate sheet and return them to the Administrative Office.

d. The Administrative Officer, or Administrative Assistant, after adding any comments deemed appropriate will refer the papers to the Chief, or Deputy Chief, who will decide whether or not an interview is desirable.

e. The Chief, or Deputy Chief, will then return the papers to the Administrative Office with his comments. The Administrative Officer, or Administrative Assistant, will then enter on the referral sheet appropriate comments and return to the Personnel Branch.

2. APPLICANTS

a. When an applicant arrives at FBIB for an interview, unless an appointment has been made with a particular person, he will be referred to the Administrative Officer, or the Administrative Assistant, who will arrange for the applicant to interview the Division Chief, or Chiefs, in whose Division employment is being considered.

b. Immediately upon completion of the interview, the Division Chief will furnish his comments and recommendations to the Chief, or Deputy Chief. If the Division Chief definitely would not desire the applicant in his Division he

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will ordinarily not be interviewed by anyone else. If he especially desires, or would be satisfied to have the applicant as an employee in his Division, he will be referred to the Chief, or Deputy Chief, and further interviewed. It is extremely important that the Division Chief's comments and recommendations be received prior to this interview.

2. After the interview, the Chief, or Deputy Chief, will instruct the Administrative Officer, or Administrative Assistant, as to what action should be taken in each particular case. The Administrative Office will thereafter be responsible for processing the applicant's papers.

3. No person in FBIB will make a commitment to an applicant without express permission in each case from the Chief, or Deputy Chief.

[Redacted Signature]

Acting Chief, FBIB

STATINTL